

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, Patrick Evans
Bernie Erickson, Patrick Buckley, John Van Dyck

EXECUTIVE COMMITTEE
Monday, December 7, 2015
5:30 p.m.
Room 200, Northern Building
305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of November 9, 2015.

Comments from the Public

Vacant Budgeted Positions (Request to Fill)

1. Administration – Accountant (Human Services) - Vacated – 1/6/16.
2. Administration – Accounts Supervisor - Vacated – 11/12/15.
3. Clerk of Courts – Customer Service Clerk - Vacated – 10/29/15.
4. Clerk of Courts – Deputy Clerk I – A - Vacated – 1/5/16.
5. District Attorney – Clerk/Typist II - Vacated – 12/18/15.
6. Health – Public Health Nurse (x4) - Vacated – 12/1/15.
7. Human Services (CTC) – Community Treatment Program Worker - Vacated – 10/19/15.
8. Human Services (CTC) – SW/CM (Adult Protective Services) - Vacated – 11/3/15.
9. Human Services – SW/CM (CPI/Ongoing) - Vacated – 11/30/15.
10. Human Services (CTC) – Clinical Social Worker - Vacated – 11/2/15.
11. Human Services – Economic Support Specialist (x2) - Vacated – 10/22/15.
12. Planning & Land Services – Central Services Specialist - Vacated – 1/4/16.
13. Planning & Land Services – Property Analyst - Vacated – 1/5/16.
14. Public Works (Facilities) – Housekeeper - Vacated – 1/29/16.
15. Public Works (Facilities) – Housekeeper (.5 FTE) - Vacated – 12/1/15.
16. Public Works (Highway) – Highway Crew - Vacated – 11/2/15.
17. Technology Services – Lead Document Center Specialist - Vacated – 5/1/15.

Legal Bills

18. Review and Possible Action on Legal Bills to be paid.

Reports

19. County Executive Report.
 - a) Budget Status Financial Reports for September and October, 2015.

20. Internal Auditor Report.
 - a) Board of Supervisors Budget Status Financial Report for October, 2015.
 - b) Monthly Status Update: October 1 – November 30, 2015.
21. Human Resources Report.
 - a) Discussion and possible action regarding 2016 wage adjustments for employees covered under a step program.

Resolutions, Ordinances

22. Ordinance Amending Sections 4.93 of Chapter 4 of the Brown County Code Entitled “Grievance Procedure”. *Referred back from November County Board.*

Other

23. Open Session: Discussion, strategy and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff’s Labor Agreement.
24. Closed Session: Discussion, strategy and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff’s Labor Agreement. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting, as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, which bargaining is pursuant to Wis. Stat. §111.70 for purposes of negotiating and collective bargaining said agreement, which authorizes the governmental body to convene in closed session.
25. Reconvene in Open Session: Discussion, strategy and possible action regarding the contract negotiations for Non-Supervisory Deputy Sheriff’s Labor Agreement.
26. Open Session: Discussion, strategy and possible action regarding the contract negotiations for the Human Services Professional Employees Association Labor Agreement.
27. Closed Session: Discussion, strategy and possible action regarding the contract negotiations for the Human Services Professional Employees Association Labor Agreement. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting, as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, which bargaining is pursuant to Wis. Stat. §111.70 for purposes of negotiating and collective bargaining said agreement, which authorizes the governmental body to convene in closed session.
28. Reconvene in Open Session: Discussion, strategy and possible action regarding the contract negotiations for the Human Services Professional Employees Association Labor Agreement.
29. Open Session: Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39.
30. Convene in Closed Session to deliberate and confer with legal counsel in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39. Pursuant to Wis. Stats., § 19.85(1), any meeting of a governmental body may be convened in closed session for purposes of: (e) “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session”; and (g) “Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.”

31. Reconvene into Open Session: Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39.
32. Such other matters as authorized by law.
33. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a special meeting of the **Brown County Executive Committee** was held on Monday, November 9, 2015 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisors Patrick Moynihan, Bernie Erickson, Steven Fewell, Pat Evans, Pat Buckley

Excused: Supervisor John Van Dyck

Also Present:

Supervisor Robinson

Warren Kraft (Human Resources Director)

Christina Connell (Senior HR Analyst)

David Ehlinger (Finance Director)

Chad Weininger (Director of Administration)

Pat Fenlon – Electrician, Public Works

Dave VandenBusch – Facility Tech, Public Works

Other Interested Parties

I. Call meeting to order.

The meeting was called to order by Chair Tom Lund at 5:30 pm.

II. Approve/modify agenda.

Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/modify Minutes of October 26, 2015.

Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public

Dick Powers – 2300 Short Road, De Pere

Powers, an Airport Mechanic, informed that he had been a mechanic for Brown Co at Austin Straubel Airport for 21 years. For those years and beyond the title of the position was Maintenance Mechanic/Heavy Equipment Operator. There were 11 people in that position that worked out of two buildings and they each had their own supervisor. The area he worked in was known as airside and was everything inside the perimeter fence and was basically the runways, taxiways, ramp and all the grass fields. This also included the fire station and the crash trucks. The other crew was known as landside and encompassed the terminal and jet bridges, roads and all the grass areas outside the fence. There were out buildings they are responsible for too.

The class and comp study had and was changing some aspects of this, such as the pay grades (PG). He was chosen to be part of the study and met with former Senior HR Analyst Tom Smith and a private consultant named Sylvia Coronado approximately two years ago. They discussed mechanic's work and operator's work at the airport. In early June he was given a list that showed three groups of what used to be the mechanics/operators and who would be in those positions. The list was not even close to what he'd call correct, so he informed Tom Smith of that. It was agreed that the list was incorrect and it would be fixed or possibly the entire process would be restarted if he remembered the email correctly.

At about that time this issue was passed to HR Analyst Lorrie Blaylock from Tom Smith. It should be mentioned that he also was pursuing an upgrade to some type of lead worker position and Airport Director Tom Miller and his

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supervisor John Behrendt were advocating for him in that regard. He had since suspended that because it was difficult keeping the two issues separated and the pay grade issue affected more people. He then discovered that Lorrie Blaylock and Tom Miller had had a meeting and Miller told Blaylock that the four mechanics that worked landside would be in PG 13 and the seven mechanics that worked airside would be in PG 14. He understood that initially it wouldn't matter, but the earning potential would be affected in the future. Supposedly that was done in error by not giving it much thought. Miller has said that that was his mistake, but it couldn't be corrected.

A meeting was held last Friday at 4pm between HR Director Warren Kraft, Director Miller, Tom Smith, Lorrie Blaylock and Senior HR Analyst Christina Connell and him. The meeting lasted an hour and a half and it was found that mistakes were made and discussions should have taken place but most likely hadn't because issues with hand-offs had not taken place with the HR Director turnover. The short term fix that was devised in this meeting was to have Miller and the two supervisors place four employees in PG 13 and the remaining seven in PG 14 based on criteria other than the building they worked out of. Update: That was attempted this afternoon but the short term fix was abandoned because the Airport Director and his two supervisors couldn't even agree so even that compromise evaporated. They were right back where it began. Miller had said on more than one occasion that all eleven should be in PG 13.

It was said that with him speaking was no longer necessary because a complete study of the mechanics would be done after the first of the year. The seven mechanics in PG 14 who were in the audience and their supervisor, all hoped that with the giving of this short speech it would ensure that it actually happened, and in a timely manner too. Thank You

Cindy Pfeffer – 1162 Swan Road, De Pere

Pfeffer provided a packet of material (attached). Two years ago they had been upgraded because it was determined that their work and expectations had increased exponentially. With this study, they had been decreased back to where they used to be before the original fight. She believed clerical staff was unique in that you can compare other positions county to county but when they were asked to submit paperwork of information from other counties they were called all kinds of things such as typists, clerks, administrative assistants, executive secretaries and there was no one pocket they could look at. Pfeffer referred to her handouts and spoke to them.

Pfeffer informed that this year alone HR had lost an Organizational Development Coordinator, a Payroll Specialist, two Analysts, a Benefits Specialist and an Employee Services Manager. Years past there had been four to five Director's that had come and gone. She couldn't see how they could realistically know what they do and asked them to reconsider and provide her with the Administrative II position.

Linn Heinzen – 2230 Autumn Ridge Trail, Green Bay

Heinzen had worked for the Public Works/Highway Department for nearly 23 years. She had been properly placed for the second or third Class and Comp study. The first was back in 1999/2000, because she was so far below the other Administrative Secretaries they re-classed her and stopped her at Step 1. They barely got her into that with the maximum of \$5,000. They moved her into that and then they stopped. She challenged it and finally got a letter and sat down with an Analyst in HR in 2005, it took four years to get to her justification for moving her up through the ranks. The preserved thing that she had seen in these meetings was quit your job, reapply and you will be able to negotiate at a higher step. She believed that she was justified and put in the right classification but she was at the real low end of her classification. She was \$3.75 an hour less than what the mid-grade was on her position. When she went before the Analyst 10 years ago she was denied because they weren't able to challenge their steps and would only be able to challenge their classification. They were going through another class and comp and she was in the right classification but she was at the low end. In following the meetings, with the 2% or 3% that was proposed she was looking at a \$.50 an hour raise and it would take her until beyond her retirement to get up to the higher class of where she should be. It wasn't all about where they were classified but it was also about the people that were in the same classification but you are so far below. She had compared her position many times against apples to apples in the county and she was the lowest paid one. There were people coming off the street negotiating at Steps 3 and 4, where she brought 23 years of experience and she had to quit her job to do that. She didn't think it was fair.

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Luke Schubert – 1014 Lacount Road, Green Bay

Schubert, the Hospital and Nursing Home Administrator at the Community Treatment Center, spoke on behalf of the Nutrition Services Manager/Coordinator position that they were appealing and provided handouts (attached) and highlighted some information.

Dawn LaPlant – N1964 Kutz Road, Marinette

LaPlant, Health Information Services Manager at the Community Treatment Center, informed that she was representing the Health Information Services Manager appeal, in which she provided handouts (attached) and spoke to.

Meghann Reetz-Norton – 3900 W. Ontonagon Lane, Green Bay

Reetz-Norton, Nutrition Services Manager at the Community Treatment Center, was present to advocate for step increases for the Coke Role and the Food Service Worker/Associate Role at the Community Treatment Center. Reetz-Norton provided handouts (attached) and spoke to both requests.

Supervisor Buckley arrived at 5:57 p.m.

Pat Fenlon – 2463 Van Lake Court, Bellevue

Fenlon thanked the committee for letting him speak. He had been with the county for 2.5 years as a Public Works electrician on the Facility Management side. There were three other electricians in the county, one for the Highway Department and two at the Airport. It was his understanding that the electrician at the Highway made \$31.19 and the two at the Airport made \$30.31 per hour. He was at \$26.04. The positions were either a journeyman electrician or a master electrician. The only difference between the two was a master electrician could take out permits and do work as if he were a contractor. They both held state licenses and had to keep those up to do their job and as per state law starting last year. The master electrician had been put in pay grade 12 and the journeyman was put in pay grade 10. He believed the mid-points on the pay scale were extremely low: master electrician \$28.19 and journeyman electrician \$24.38. The starting at the City of Green Bay was \$29.84 an hour and they don't require a journeyman electrician, they had to have one within the following year. Racine County was at \$27.70-\$29.53 requiring only a journeyman certificate, not a master. Outagamie was at \$28.54 also only requiring a journeyman's card. City of Madison started at \$26 moving up to \$30 an hour with step increases. State of Wisconsin electricians were at \$36.13 an hour with journeyman requirements. He questioned why there was a discrepancy from one position to another in a position where they, the highway electrician and he worked side by side. 20+ years and a masters license was worth something but was it worth \$4 an hour, in his mind no. He believed they needed to take a good look at these positions and upgrade them.

Dave VandenBusch – Facilities Management Division, Public Works

VandenBusch informed that he was line 30 under the appeals, Facility Technician. He had been in this position for 15 years and was requesting, and it was backed up by his Supervisor Jeff Oudeans, to go to the pay grade 11 from a pay grade 13.

John Vander Leest – 1422 Beech Tree Drive, Green Bay

Vander Leest, Clerk of Circuit Courts, was present to request Patricia Rettmann's and Sharon LaReau's classification be changed from Account Clerk to Administrative Assistant II. Vander Leest spoke to handouts he provided (attached).

Patricia Rettmann – 3894 Co Rd C, Pulaski

Rettmann, Clerk of Circuit Court Accounting Technician, provided handouts in which she spoke to (attached).

Sharon LaReau – 1155 Frost Court, Green Bay

LaReau, Clerk of Circuit Court Accounting Technician, informed that she had worked with Rettmann for almost 30 years. She had prepared a listing (attached) of bullet points showing the 11 of 17 duties of an Administrative Assistant II position which they were attempting to be placed into. They worked in a legal environment, a vast majority of their staff was being placed at the same level, level 14 but most being called legal assistants as they went to court, but they did not. Everything ended up back in the office, they had to know their accounting type jobs

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as well as understand and interpret what they did in court and the minutes they took and what did they really mean and they had to coordinate that with the Sheriff's Department. They had an accounting system at the Department of Corrections level, another in their own office and with the prison and it all funneled together. They had to make sure they understood their systems to make theirs work. These cases don't go away and go on and on forever, another 30,000 new every year and it snowballed and they had a lot of repeat offenders. She believed accounting type people weren't valued and it showed by the number of people from Administration that were in attendance. It was a very important function. They were accounting clerks which were the lowest of the low.

Jeff Mekash – 2942 Marble Mountain Way, Green Bay

Mekash, a correctional officer for the Sheriff's Department, felt there were many questions when looking at the Class and Comp study by Wipfli. When they filled out job descriptions for every position and handed it into their Administration, the former HR Manager Brent Miller was doing his own study on the correctional officers and used the same stats. He was able to convince the County Board that the correctional officers were no longer in protective status meaning their bargaining rights were taken away. Two of the counties that this department chose to look at currently had bargaining right units, Outagamie and Winnebago, and were considered protective status which was comparing apples to oranges. They had rights to bargain for certain things that they no longer had as correctional officers. They could bargain for their wages and for other rights such as vacation days. The OES Wisconsin correctional officers and jailers don't list the state prison system nor did they combine all of the departments in the 72 counties that had jails. They didn't separate how they were listing that. When this study was done a state correction officer was making \$14 an hour. When looking at the report, the weight of that was almost half of the report out of one description. Winnebago was .05 and the other two were a quarter of the report. When being compared to Racine County, they used a correction sergeant as a comparable, which was a supervisory position. The person that looked at this position, did they have any background in law enforcement or corrections? Almost all four comparable had scrutiny. Brown County was at a level 13 but they were using other departments that had other right that they didn't have. Their department also used another company to do some facts and there were different comparable regarding money. They did their own study and the starting pay for a Brown County Correctional Officer was \$19.11 an hour with a top out of \$23.80; Door County started at \$26.12 an hour with a top out of \$30.24; Winnebago started at \$23.42 and topped out at \$29.94; Kewaunee County started at \$25.77 and topped out at \$27.44; Calumet started out at \$20.45 and topped out \$26.31; Outagamie started at \$21.18 and topped out at \$25.83. These were all smaller counties in the area that had a quarter of the inmates that they were supervising but making more. He wanted HR to look closer at the report.

Responding to questions, Mekash informed it took seven years to top out. Buckley also informed that step increases were put back in two years ago; Fewell added that no other employees in the county had that except for the Sheriff's Department. Buckley added that step increases were put in place when they lost their protective status because of the potential of being considered a bargaining unit. Mekash interjected that they were still appealing it. Mekash added that they had lost 15 employees this year and by the end of the year they could have another four possibly gone at a rate to train at almost \$30,000 an employee. Buckley informed that resolutions were put out in agreement that they should have their protective status. Lund agreed, the board voted to have the protective status and they went down to Madison but nothing had ever happened with it. Evans informed that he was in support as well.

Resolutions, Ordinances

1. Resolution re: Adjustments to the 2015 Classification and Compensation Plan.

a. Objections by Department Heads.

With regard to the wages and the methodology, Director of Administration Chad Weininger explained that the County Board went from a .16 and a .04 matrix to a .05%, 1%, 2% and 3% increases. The first step was to see whether a position was below 80%, if they were below 80% they were brought up to 80%, the next step was to determine what percent increase they would receive. If they are above 100% market, they would receive a 2%. 2% is 97%-104%; 3% is 80%-96% and 1% is anything above the midpoint which would be 105%-120%, the next step after that would be to determine whether or not the increase would put them above 105%. The goal of the County Board as described on the floor was to try and move people up quicker to mid-point and that allowed them with the maximum of 3% to

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get everyone to market. The fourth step would be to see whether they were greater than 120% market. If they were over the max market, the board stated they would receive a .05% which would help bring them back into market. Because they were attaching salary increases to an individual and where they fall within market, any changes tonight would affect so they wouldn't be able to make those calculations tonight as they were somewhat complex. They would have to have some time to let them know what the actual fiscal would be.

With regard to the Class and Comp appeals Weininger informed that they were asking for three different classifications for the committee to support. One was the Administrative Assistant I position at Grade 17, they were asking to go to an Operations Assistant/Purchasing Grade 15. They had five Senior Analysts at Step 9, they were asking for them to be classified at Financial Supervisors Step 7 and two account Clerks and they were asking those to go to Administrative Assistants at Step 14. Referring to the material in the packet, after talking with HR they provided documentation for the appeal. They took a look at what their current job duties were and what the job duties were of another position to come up with these recommendations and the reasons and justifications. He believed they were denied because there was a disagreement on the job duties performed.

HR Manager Warren Kraft responded that the process that the County Board approved HR to follow when they adopted the Class and Comp plan was to send an email to all of the employees asking them to look at where they were placed and to talk to their department heads about appealing the process. They spent the summer working with department heads and gathering their information. Their analyst went out to meet department heads in their offices and then came back with information that was then shared among the HR Analyst team. Once the analysts got together and looked at the entire package of the 1750 jobs they had, 1,300 of which were in this study, did they really align with each other as they looked across the county? That's why the consultants spent a lot of time on the comparability piece which was presented to the board. They then met again with the department head and whoever they wanted to bring along so that they analysts could share the information. What had happened since that time, they put together their recommendations for this committee, some of which the committee passed along to the board and the board approved. At Supervisor Robinson's request, those that they had recommended partial approvals had been pulled separately so the committee could look at them a second time. Since that meeting occurred, department heads had either submitted directly to the County Board office further information or tonight had presented some further information or may have given further information to them to pass on to the Executive Committee for this process. The analyst may not have seen some of the information. With some of the departments that they had one on one conversations with, they had talked to them about going back into the departments after the first of the year and re looking at the department as a complete department because they didn't want to raise this group of people to this level and now they had people who were moving up to a paygrade that was equal to the person they were reporting to. But they don't have a comparable request for the supervisor to be moved up so now they had compression. What they had proposed to several of their departments who had engaged in further conversation with them was that after the first of the year they would go back in and look at them and that's what the County Board directed them to do last month when they approved the implementation plan taking a fourth of the county every year in order to keep this plan viable and make sure it related to each other. That was the process they presented to the board and the process the board okayed to go forward with.

Buckley questioned if Weininger had talked with HR, he informed that he talked with people throughout the steps and there had just been a disagreement moving forward. Senior HR Analyst Christina Connell informed that the information that was provided was in their packets and that's what would have been handed to them originally. For this specific position, there was the one justification page which listed out that they were more of trainer than anything, specifically for the p-card and database. The additional documentation that was provided was the pay scale for a corporate trainer, which had a much higher pay scale. So based on that and the updated job description they reviewed it to the current classification Administrative Assistant I and they felt that it still fell within that scope and that's why they recommended leaving it as Administrative Assistant I.

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Buckley questioned what Weininger was looking to do, Weininger responded that he wasn't looking for a specific dollar amount but believed that they should be in a higher wage range. The difference between a 17 wage range was \$28,000-\$42,000, 15 would be \$32,000-\$48,000. The midpoint for 17 was \$35,000 and for 15 was \$40,000. Weininger informed their increase was based off a percentage; he wasn't sure what their actual wage rate was so it was likely a 3% of what their current wage was.

Warren informed that they sat with County Executive Streckenbach and Director of Administration Weininger on two occasions to review the document that they had in front of the committee. Buckley believed that they should have a fiscal impact for each one of them. Weininger stated that what had happened last week at County Board, originally the way this was set up there shouldn't have had a budget impact, now because they were tying it specifically to a person and their wage and where they fell in the market, those will change slightly. Right now they were in the midst of doing the regular calculations to see where they were at. It was time consuming and it will take a significant amount of time to go through and see where they are. They don't have time to do the calculation for the entire county. Connell informed that the position was currently at 106% in the current pay grade.

Fewell informed that there was potential that someone could be at the highest level at the grade they were currently in and they could move up two grades and be at the lowest level of that grade by what they were currently making. When they were at the lowest level, they would get a 3% increase based on what the County Board did. In this case, they were at 106%.

Weininger stated the question was did they want to pay someone more or did they fit in the right job classification and the right class and comp. Weininger informed that this was not so much the department heads bringing it forward but an email was sent out saying if they disagreed, this was their time to move forward. A lot of Admin staff believed they were in the wrong class and would like a chance to go through the appeal process. They went through HR, it didn't work and now they were before this committee. Weininger sat down with them and took a look at what their job duties were and he was advocating, not so much the wage change, but making sure they were in the right class. The quandary was they had department heads and employees stating job duties fit in this class verses this class, HR is stating no so there was a disagreement. Honestly some was subjective but employees knew what they did, they were very good at it, they have lost employees and having to go hire out, there were compression issues. When they went out to market for two financial managers, the market bared a higher rate than what they originally had because there was a shortage of professional finance people, a shortage of accountants and people that had government accounting experience. As a department head, he worried that those people were moving out and he had to bring people in, he might be able to bring them in at a lower rate but they might not have that expertise and if they didn't have the expertise, they may have problems with their controls and all the other things that is depended on them to make sure that they were adequately equipped to carry out requirements from the board as well as the state and federal government required of them to do.

Buckley reiterated that he would still like to have the financial information such as the fiscal impact. Lund responded they wouldn't know what the fiscal impact would be.

After further discussions with regard to adjustments to certain positions within the Administration Department, Evans informed that he could appreciate department heads coming forward but to sit here and state whether he supported or denied requests, he felt they didn't have enough information. He questioned why they were having this meeting two days before the County Board budget meeting?

Motion made by Supervisor Evans, seconded by Supervisor Erickson to reclassify the 'recommended for denial' positions but go into effect July 1, 2016.

Motion made by Supervisor Erickson, seconded by Supervisor Buckley by referral, to show the low, medium, and high wages, next to the requested wages, showing low, medium, and high with the inclusion of the fiscal impact. Appeals deadline to be one week from tonight, November 16, 2015. Vote taken. Abstain: Evans. MOTION CARRIED 5 to 1.

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2. **Such other matters as authorized by law. None.**

3. **Adjourn.**

Motion made by Supervisor Buckley, seconded by Supervisor Evans to adjourn at 7:54 pm. Vote taken.
MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

HUMAN RESOURCES DEPARTMENT



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December 7, 2015

Departments for position approval process at December 7, 2015 Executive Committee:

Administration – Accountant (Human Services)

Vacated – 1/6/16

Administration – Accounts Supervisor

Vacated – 11/12/15

Clerk of Courts – Customer Service Clerk

Vacated – 10/29/15

Clerk of Courts – Deputy Clerk I – A

Vacated – 1/5/16

District Attorney – Clerk/Typist II

Vacated – 12/18/15

Health – Public Health Nurse (x4)

Vacated – 12/1/15

Human Services (CTC) – Community Treatment Program Worker

Vacated – 10/19/15

Human Services (CTC) – SW/CM (Adult Protective Services)

Vacated – 11/3/15

Human Services – SW/CM (CPI/Ongoing)

Vacated – 11/30/15

Human Services (CTC) – Clinical Social Worker

Vacated – 11/2/15

Human Services – Economic Support Specialist (x2)

Vacated – 10/22/15

Planning & Land Services – Central Services Specialist

Vacated – 1/4/16

Planning & Land Services – Property Analyst

Vacated – 1/5/16

Public Works (Facilities) – Housekeeper

Vacated – 1/29/16

Public Works (Facilities) – Housekeeper (.5 FTE)

Vacated – 12/1/15

Public Works (Highway) – Highway Crew

Vacated – 11/2/15

Technology Services – Lead Document Center Specialist

Vacated – 5/1/15

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

Erik Pritzl, Executive Director

October 15, 2015

TO: County Executive
Human Resources Director
Director of Administration

FROM: Erik Pritzl, Executive Director
Department of Human Services

SUBJECT: Request to Fill – Accountant position at Community Treatment Center

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

Updated position description has been submitted to HR for review and approval.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes – this position is an essential part of CTC operations.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Successful completion of ongoing accounting, cost reporting, and financial analysis responsibilities.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

In addition to the ongoing need for a general accounting position at CTC, the goal for filling this position will be to also provide support to the overall Human Services department when the specific needs for CTC operations do not require a full-time accountant. This will allow for additional analysis of Human Services funding sources, cost efficiencies, and completion of other special projects to enhance the department's overall financial performance.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Due to a vacancy in the Finance Manager position for a number of months during 2015, overall FTE and payroll related costs for Human Services department accounting positions are under budget for the year. It is important to allow time for training a new accountant with the current experienced accountant if possible because the weekly, monthly, and annual responsibilities for this position are unique. A thorough understanding of CTC operations including Medicare and Medicaid cost reporting will be beneficial to the county in creating a smooth transition for this role and CTC financial operations.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

CTC operations depend on the duties of this position which will require coverage immediately related to weekly, monthly, and year-end accounting and financial reporting responsibilities.



Turning
Brown
Green

Budget Impact Calculation

Department: Administration
Position: Accountant (Human Services)

Partial Budget Impact: **Weeks**

Salary	\$	-	
Fringe Benefits	\$	-	
	\$	-	

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$	58,635.00	
Fringe Benefits	\$	18,794.00	
	\$	77,429.00	

Note: this position is in the 2016 budget

Position vacated: 1/6/2016

Budgeted hourly wage rate: \$28.19

Total Number of FTEs Budget for this position title in budget:	1	
Number of FTEs <u>Unfunded</u> for this position in budget	0	
Total Number of FTEs Available to be filled for this title in budget	1	
Number of FTEs filled with this position vacant:	0	
Percent of this position staffed:	0%	

Analyst Recommendation: This position is responsible for the accounting and cost reporting for the Community Treatment Center. This includes providing weekly, monthly and quarterly reporting and understanding and having the ability to manage the Medicare and Medicaid reporting. I recommend approval. Christina Connell Sr. Analyst

Contact

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

November 5, 2015

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Resources Director

FROM: Dave Ehlinger, Finance Director

SUBJECT: Request to Fill – Accounts Supervisor

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.) *The position description is current.*

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Position is essential as it is key to financial and accounts payable oversight for Brown County administration.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Performance is measured on smooth operation of County financing and efficient compliance with County, state and federal financial accountability policies and procedures as well as effective supervision of accounts payable staff.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is critical for the accounts payable division; financial accounting and reporting, administration of the County's financial assets, insuring county-wide compliance with state laws, federal regulations, County Board policies and accounting standards and methods.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

This position is a central position to the smooth flow of County-wide finance and accounts payable processes and procedures; filling it is essential for continued operation.

Budget Impact Calculation

Department: Administration
Position: Accounts Supervisor

Partial Budget Impact: 11/15/15 - 12/31/15 6 Weeks

Salary	\$ 6,268.85
Fringe Benefits	<u>\$ 2,093.19</u>
	\$ 8,362.04

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 54,330.00
Fringe Benefits	<u>\$ 18,141.00</u>
	\$ 72,471.00

Note: this position is in the 2016 budget

Position vacated: 11/12/2015

Budgeted hourly wage rate: \$26.12

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: The Accounts Supervisor is responsible for Brown County's Accounts Payable process; refilling the position is necessary in order to maintain the financial operation for the County. I recommend for approval. Human Resources Analyst, Camille Stymiest

Contact Dave Ehlinger 920.448.4046

CLERK OF CIRCUIT COURT

100 SOUTH JEFFERSON STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
TELEPHONE (920) 448-4155
FAX (920) 448-4156
WWW.CO.BROWN.WI.US/CLERK_OF_COURTS



JOHN A. VANDER LEEST
CLERK OF CIRCUIT COURT

10/16/ 2015

TO: County Executive
Human Resources Manager
Director of Administration

FROM: John A. Vander Leest
Brown County Clerk of Courts

SUBJECT: Request to Fill – Customer Service Clerk in Table of Organization

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

Again, I will be requiring bilingual Spanish speaker as a requirement for this position. This request has been sent to HR. There is not a monetary cost for this change.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, this position is one of 4 Customer Service Clerks. Based on the high case load and public interaction. We need to keep 4 full time positions.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Customer Service Clerks handle all the filing and collection of fees. The work is distributed among the 4 employees to ensure all of the paperwork flows to the right parties in the Clerk of Courts office. This is a critical role and based on the cases filed in Brown County we must maintain staffing levels.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

There are 3 positions in the Clerk of Courts department that have not been filled. I don't intend on filling those vacancies. We are keeping the requirement to require bilingual Spanish speaker so we can assist with Spanish speakers visiting the Clerk of Courts office. This will speed up transactions when there is a language barrier. This employee can assist in court with translators and become State certified.

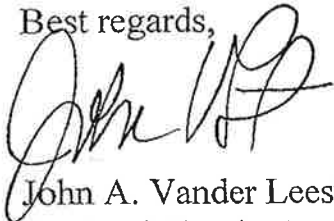
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, we are in a better budget position by not filling the 3 other positions.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

There would be delays in processing cases being filed and the flow of paperwork to the rest of the office. The front customer service clerks keep the flow of work moving within the office. Adding more to their workload will cause problems and delays throughout the office.

Best regards,



John A. Vander Leest
Clerk of Circuit Courts

Budget Impact Calculation

Department: Clerk of Courts
Position: Customer Service Clerk

Partial Budget Impact: 11/15/15-12/31/15 6 Weeks

Salary \$ 3,777.81

Fringe Benefits \$ 1,716.23

\$ 5,494.04

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 32,741.00

Fringe Benefits \$ 14,874.00

\$ 47,615.00

Note: this position is in the 2016 budget

Position vacated: 10/29/2015

Budgeted hourly wage rate: \$16.79

Total Number of FTEs Budget for this position title in budget: 4

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 4

Number of FTEs filled with this position vacant: 3

Percent of this position staffed: 75%

Analyst Recommendation: The Customer Service Clerk is responsible for filing cases. With a vacancy, it increases the workload for the other Customer Service Clerks which could delay the filing of cases in a timely fashion. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact John Vander
Leest 920.448.4179

CLERK OF CIRCUIT COURT



100 SOUTH JEFFERSON STREET
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GREEN BAY, WISCONSIN 54305-3600
TELEPHONE (920) 448-4155
FAX (920) 448-4156
WWW.CO.BROWN.WI.US/CLERK_OF_COURTS

JOHN A. VANDER LEEST
CLERK OF CIRCUIT COURT

November 16, 2015

TO: County Executive
Human Resources Manager
Director of Administration

FROM: John A. Vander Leest
Clerk of Courts

SUBJECT: Request to Fill – Deputy Clerk 1A

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

This is a current position within my office. The employee is a deputy Clerk and handles Clerk duties for paternity cases and the collection efforts for payment hearings - criminal traffic. GAL payment hearings will be added so we have one party handling payment hearings.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The Clerk of Courts is trying to improve collections and increase revenues. This is a critical position to fill so efforts to collect are continued and improved. This is a goal for 2016 budget.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The employee will handle all Paternity case hearings and all payment hearings for criminal /traffic and GAL payment hearings. This also includes walk in traffic for payment plans and regular phone calls on payment questions.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

I've kept open 3 positions since 2015. This is a critical position to fill. We have moved all payment hearings to the required duties instead of having 2 deputy clerks complete. There will be a trained backup for this Deputy Clerk IA position as well.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, this is a budgeted position. This is one of the critical positions in the office since it helps increase revenues through direct collections and bringing parties back to court to be held accountable.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Collection efforts would be slowed or reduced. There isn't enough staff to take on this core collections and payment hearings duty. It is a busy position that requires full attention and multi-tasking on a regular basis.

Budget Impact Calculation

Department: Clerk of Courts
Position: Deputy Clerk I-A

Partial Budget Impact: 11/15/15 - 12/31/15 6 Weeks

Salary	\$ 4,464.00
Fringe Benefits	<u>\$ 1,820.31</u>
	\$ 6,284.31

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 38,688.00
Fringe Benefits	<u>\$ 15,776.00</u>
	\$ 54,464.00

Note: this position is in the 2016 budget

Position vacated: 1/5/2016

Budgeted hourly wage rate: \$19.84

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: The Deputy Clerk 1-A position will be vacant due to a retirement. This position is responsible for handling the collection efforts for the paternal court hearings as well the criminal traffic cases. Furthermore, this position helps increase revenue within the Clerk of Courts. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact: John Vander Leest

OFFICE OF THE DISTRICT ATTORNEY

300 E. WALNUT STREET, P.O. BOX 23600
GREEN BAY, WI 54305-3600
PHONE (920) 448-4190, FAX (920) 448-4189

DAVID L. LASEE DISTRICT ATTORNEY

DEPUTY DISTRICT ATTORNEYS
Dana J. Johnson
Mary M. Kerrigan-Mares

VICTIM WITNESS COORDINATOR

Karen H. Dorau
(920) 448-4194

SPECIAL PROSECUTORS

Lawrence J. Lasee
Kari A. Hoffman

CONTRACT SPECIAL PROSECUTOR

Bryant Dorsey

ASSISTANT DISTRICT ATTORNEYS

Wendy W. Lemkuil
Amy R.G. Pautzke
John F. Luetscher
Kevin G. Greene
Eric R. Enli
Beau G. Liegeois
Kate R. Zuidmulder
Sarah E. Belair
Cynthia L. Vopal
Karyn E. Behling
Carley N. Miller

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration

FROM: David L. Lasee, Department Head

SUBJECT: Request to Fill – Clerk/Typist II

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted reviewed and approved by the HR Department prior to submitting the A1 form.)

This position description has been updated by the District Attorney's Office through the wage comparability study.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, the duties are essential. On a daily basis, this position is responsible for reproducing discovery consisting of police reports, photographs, audio and video to be provided to defense counsel on criminal prosecutions. This position also answering phones, sort all incoming mail and pulling court calendars, when needed.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position requires daily tasks and completion of discovery to meet statutory and court deadlines.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The variety of job duties are streamlined as much as possible, this position is critical to making sure discovery is provided to defense counsel to facilitate criminal prosecution.

5

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes,

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The responsibilities of this position would fall on existing full-time staff which would be less cost effective

Budget Impact Calculation

Department: District Attorney
Position: Clerk/Typist II

Partial Budget Impact: 11/15/15 - 12/31/15 6 Weeks

Salary	\$ 3,006.00
Fringe Benefits	\$ 1,599.69
	<hr/>
	\$ 4,605.69

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 26,052.00
Fringe Benefits	\$ 13,864.00
	<hr/>
	\$ 39,916.00

Note: this position is in the 2016 budget

Position vacated: 12/18/2015

Budgeted hourly wage rate: \$13.36

Total Number of FTEs Budget for this position title in budget:	2
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	<hr/> 2
Number of FTEs filled with this position vacant:	1
Percent of this position staffed:	50%

Analyst Recommendation: The Clerk/Typist II is responsible for providing administrative support to the office staff by covering the office phones and preparing the daily court calendars. This position is essential for the ongoing daily operations within the District Attorney office. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact

David Lasee

HEALTH DEPARTMENT

Brown County

610 S. BROADWAY STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHUA XIONG, R.N., M.S.N

DIRECTOR

PHONE (920) 448-6400 FAX (920) 448-6449 WEB: www.co.brown.wi.us

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration

FROM: Chua Xiong
Director/Health Officer

SUBJECT: Request to Fill –Public Health Nurse (x4)

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
Description was reviewed in July 2015 with HR.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes, all services provided are required under statutory regulations re to generalized public health nursing services for local public health departments.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Nursing division provided 1943 communicable disease follow ups, and 503 visits for medication administration, 335 Tuberculin skin tests, 34 outbreak investigations, and 4,278 flu/other routine immunizations, 7 community group educations. (2014 stats).
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
I do not think there are efficiencies (streamline, outsourcing job responsibilities) due to the need to protect the agency's liability by assuring that communicable disease services being provided by the county are being handled appropriately and consistency with state and federal rules/regulations, and best practice guidelines. There are also legal ramification with HIPPA and confidentiality
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Yes-position is budgeted for 2015.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
Service provision to clients would get backed up, communicable disease control services may not be provided in a timely manner resulting in potential further spread, documentation could get backed up risking liability re to incomplete charting, immunization services may be limited due to reduced staffing, etc.



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Budget Impact Calculation

Department: Public Health (4 FTE)

Position: Public Health Nurse

Partial Budget Impact: 11/15/15-12/31/15

6 Weeks

Salary \$ 27,324.00

Fringe Benefits \$ 8,682.81

\$ 36,006.81

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 236,808.00

Fringe Benefits \$ 75,251.00

\$ 312,059.00

Note: this position is in the 2016 budget

Position vacated: 11/27/2015 , 12/1/2015, & 12/18/2015

Budgeted hourly wage rate: \$30.36

Total Number of FTEs Budget for this position title in budget: 11.68

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 11.68

Number of FTEs filled with this position vacant: 7.68

Percent of this position staffed: 66%

Analyst Recommendation: All four vacancies are due to retirements. This position is essential to providing preventative services (such as communicable disease education) to the community and the services are state mandated. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact

Chua Xiong

920.448.6441

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

10-5-2015

TO: County Executive: Troy Streckenbach
Human Resources Manager: Warren P. Kraft
Director of Administration: Chad Weininger

FROM: Ian Agar, Behavioral Health Manager
Community Treatment Center Outpatient Department

SUBJECT: Request to Fill – CTP Worker

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

Position Description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

This Position meets the needs of clients, many of whom are under chapter 51 commitments, or on hold open status, these services being mandated services the county provides under Chapter 51 of the Wisconsin Statutes. Additionally, this position serves clients with chronic mental health conditions that need case management to sustain their functioning in the community, thereby preventing hospitalization, or long term mental health placement.

Describe job performance measurement for this position (clients, caseload, work output, etc.)

Job performance is measured in accordance with the complexity and volume of case load held by each case manager, as reflected in employee's annual performance appraisal.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is needed to continue to meet the basic needs of existing clients, and does not present a viable opportunity to reorganize or consolidate positions, as we have a pronounced case management shortage currently, due to staff departures and medical leaves.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient for this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all? Client's would go unserved/underserved, and we could risk lives and program certifications under DHS 34, DHS 36 and in respect of Targeted Case Management.

Budget Impact Calculation

Department: Human Services - CTC
Position: Community Treatment Center Worker

Partial Budget Impact: 11/15/15 - 12/31/15 6 Weeks

Salary \$ 4,140.00

Fringe Benefits \$ 2,485.27

\$ 6,625.27

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 35,880.00

Fringe Benefits \$ 21,539.00

\$ 57,419.00

Note: This position is in the 2015 budget.

Position vacated: 10/19/2015

Budgeted hourly wage rate: \$17.25

Total Number of FTEs Budget for this position title in budget: 4

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 4

Number of FTEs filled with this position vacant: 3

Percent of this position staffed: 75%

Analyst Recommendation: Position vacant due to an internal promotion. This a case management position that is essential to continued ongoing operation of case management services to clients with mental health and or AODA conditions. Many of the clients are under Chapter 51 commitments. Need-to-fill is based on servicing existing clients, and not on growing needs. If not filled, clients would go unserved/underserved and we could risk lives and program certifications under DHS 34, DHS 36 and in respect of Targeted Case Management. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Ian Agar 391-6959

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

11--2015

TO: County Executive Troy Streckenbach
Human Resources Manager: Warren P. Kraft
Director of Administration: Chad Weininger

FROM: Ian Agar, Behavioral Health Manager
Human Services

SUBJECT: Request to Fill: Adult Protective Services Worker/Case Manager

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
Description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Maintenance of a caseload that is for short term case management and that requires quick turn over of cases due to the fast pace of the referrals and need to link clients with other community resources.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities. With the increasing proportion of the population being in an older cohort, growth in the volume of work in this area is expected and being realized. There are no practical options to streamline or reorganize.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Budgeted funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
Case overload, clients in crisis with unmet needs and increased risk to healthy safety and welfare of county residents that could be life threatening.

8

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

November 5, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Warren Kraft, HR Director

FROM: Lana Cheslock, Children, Youth & Families Manager
Human Services

SUBJECT: Request to Fill --Social Worker/Case Manager -- Child Protection

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the AI form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, the duties are State mandated. Child Protective Services involves investigations of child abuse and neglect, court work, and ongoing service provisions.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The employee would be available to work 37.5 hours a week and would carry a case load equivalent to a 1.0 FTE social worker. A State Quality Service Review confirmed that Brown County has higher caseloads for child welfare workers than many other large counties and that required performance will continue to be a struggle if Brown County remains at current staffing levels.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is necessary to meet the high volume of child abuse and neglect reports.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

There is enough money in the current budget to fill this position.



Budget Impact Calculation

Department: Human Services
Position: Social Worker/Case Manager (2 FTE)

Partial Budget Impact: 11/15/2015-12/31/2015 6 Weeks

Salary \$ 10,971.00

Fringe Benefits \$ 3,941.42

\$ 14,912.42

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 95,082.00

Fringe Benefits \$ 34,159.00

\$ 129,241.00

Note: this position is in the 2016 budget

Position vacated:

Budgeted hourly wage rate: \$24.38

Total Number of FTEs Budget for this position title in budget:

Number of FTEs Unfunded for this position in budget

Total Number of FTEs Available to be filled for this title in budget

Number of FTEs filled with this position vacant:

Percent of this position staffed:

0

0

Analyst Recommendation: Budgeted positions approved by resolution dated 10/21/2015. The Human Services Department requested two additional Social Workers/Case Managers for Children's Long-Term Support in order to reduce the number of children and adolescents waiting for service. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact

Erik Pritzl

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

11-9-2015

TO: County Executive Troy Streckenbach
Human Resources Manager: Warren P. Kraft
Director of Administration: Chad Weininger

FROM: Ian Agar, Behavioral Health Manager
Human Services

SUBJECT: Request to Fill: Clinical Social Worker (Community Support Program)

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
Description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Long term case management to mentally ill clients to sustain their functioning in the community and to avoid institutionalization in long term and costly mental health placement, typically at facilities outside Brown County.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities. and practical options to streamline or reorganize.
A clinical social worker/Licensed clinician is ideally suited to this position due to the variety and chronic nature of the mental health conditions experienced by client eligible for these services.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Budgeted funds are sufficient.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
Case overload, clients in crisis with unmet needs and increased risk to healthy safety and welfare of county residents that could be life threatening.

Budget Impact Calculation

Department: Human Services
Position: Clinical Social Worker (Community Support Program)

Partial Budget Impact: 11/15/15 - 12/31/15 6 Weeks

Salary \$ 6,144.81

Fringe Benefits \$ 2,074.50

\$ 8,219.31

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 53,255.00

Fringe Benefits \$ 17,979.00

\$ 71,234.00

Note: this position is in the 2016 budget

Position vacated: 11/2/2015

Budgeted hourly wage rate: \$27.31

Total Number of FTEs Budget for this position title in budget:

Number of FTEs Unfunded for this position in budget

0

Total Number of FTEs Available to be filled for this title in budget

Number of FTEs filled with this position vacant:

Percent of this position staffed:

Analyst Recommendation: This position is responsible for caring for the mentally ill community members under the DHS 62 authority. Having a full staff allows Brown County to care for more patients, reducing the cost of institutionalizing the community members with mental difficulties. I recommend approval. Camille Stymiest, Human Resources Analyst

Contact

Erik Pritzl

920.448.6005

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

October 7, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director, Department of Administration
Warren Kraft, Director, Human Resources Department

FROM: Jenny Hoffman, Economic Support Administrator
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position (42)

1. Is the position description current or does it require updates?
The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. The Economic Support unit handles over 25,000 cases; the total caseload has increased significantly since 2009 (16,000 cases). This unit has a high workload volume coupled with a large volume of policy and systems changes which can occur weekly, monthly, and/or annually. Multiple performance standards imposed by the Department of Health Services and Department of Children and Families have to be met so we are in compliance. These State Performance Standards include:

- Call/Change Center – performance standards related to speed of answer and wait times must be met.
- Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
- Timely Case Processing – 95% standard for timely application processing. Applications must be processed within 30 days.
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.



4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Processes have been streamlined over the past several years in an effort to maximize our resources and reduce costs.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Administrator, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.
- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all
Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits to consumers in crisis and need.
 - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
 - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.

Budget Impact Calculation

Department: Human Services/Economic Support
Position: Economic Support Specialist

Partial Budget Impact: 11/15/15 - 12/31/15 6 Weeks

Salary \$ 3,622.50

Fringe Benefits \$ 2,405.54

\$ 6,028.04

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 31,395.00

Fringe Benefits \$ 20,848.00

\$ 52,243.00

Note: This position is in the 2015 budget.

Position vacated: 10/22/2015

Budgeted hourly wage rate: \$16.10

Total Number of FTEs Budget for this position title in budget: 50

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 50

Number of FTEs filled with this position vacant: 49

Percent of this position staffed: 98%

Analyst Recommendation: Vacancy is due to a resignation. Economic Support Specialists are responsible for determining eligibility for low income families for the food share, child care, healthcare (BadgerCare and Medicaid) and Energy Assistance programs. Total caseload is over 25,000 cases. ESS staff are required to meet state case processing timeframes, issue accurate benefits, and meet the basic needs of the low income families served. Failure to meet State performance measures and timeframes could result in fiscal penalties. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Jenny Hoffman 448-6367

Budget Impact Calculation

Department: Human Services
Position: Economic Support Specialist

Partial Budget Impact: 11/15/15 - 12/31/15 6 Weeks

Salary	\$ 3,622.50
Fringe Benefits	<u>\$ 1,692.92</u>
	\$ 5,315.42

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 31,395.00
Fringe Benefits	<u>\$ 14,672.00</u>
	\$ 46,067.00

Note: this position is in the 2016 budget

Position vacated: 11/25/2015

Budgeted hourly wage rate: \$16.10

Total Number of FTEs Budget for this position title in budget:	49
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	49
Number of FTEs filled with this position vacant:	47
Percent of this position staffed:	96%

Analyst Recommendation: Vacancy is due to a resignation. Economic Support Specialists are responsible for determining eligibility for low income families for the food share, child care, healthcare (BadgerCare and Medicaid) and Energy Assistance programs. Total caseload is over 25,000 cases. ESS staff are required to meet state case processing timeframes, issue accurate benefits, and meet the basic needs of the low income families served. Failure to meet State performance measures and timeframes could result in fiscal

Contact

PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

CHUCK LAMINE, AICP

PLANNING DIRECTOR

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning

November 19, 2015

TO: County Executive
Human Resource Director
Director of Administration

FROM: Chuck Lamine, Director
Planning and Land Services Department

SUBJECT: Request to Fill – Central Services Specialist

A handwritten signature in black ink, appearing to read "Chuck Lamine".

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

Yes, the position description was updated as part of the recent classification and compensation study.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The duties of this position are absolutely essential in that it compiles and produces the County assessment roll and ultimately affects the tax roll, real estate tax bills and related documentation. The position:

- Checks daily entries from property listing office, treasurer's office & city assessor's office staff on activity report generated by Technical Services.
- Retrieves documents from the Register of Deeds office that are pertinent to land title and/or conveyances.
- Retrieves Transfer forms that coincide with the daily recorded documents in the Register of Deeds office.
- Checks & collates documents and transfers. Sort & distribute documents to personnel for processing.
- Checks & verifies title and legal description on daily recorded documents.



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- Processes and enters updated information on the land records system including: Owner name(s), property location, mailing address for tax billing & comments if necessary.
- Processes & creates new splits in the land records system for assessment in the following year.
- Transcribes information related to parcel splits in engineering books.
- Enters new addresses as assigned or verified by the Addressing Agent for each municipality into the land records system, county base map and GIS for 911 assistance and online public access.
- Enters new street data created thru platting, change and/or remove street names via resolutions into land records system.
- Edits transfer return parcel data on WDOR site.
- Tracks conveyances to and from the Oneida tribe of Indians and placed in USA in Trust for inclusion in report utilized to establish payment in lieu of taxes payment.
- Updates & adjusts acreage & square footages to synchronize mapping and land records system values.
- Assists public, professional users and other county offices via phone calls or walk-ins.
- Requests all pertinent information related to completing the end of year taxation and assessment records.
- Requests order for supplies necessary for completing yearend & startup activities.
- Creates a digital report and prepare information packets for each district assessor including split labels, removal lists, assessor maps, split files with comments & workbook reports.
- Tabulates annual Real Property Listing Activities for the previous year for Property Lister Annual report to County Executive and parent committee.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Each day Brown County is open for business new real estate documents are recorded. The performance of this position is judged on whether the individual can successfully and competently process the daily workload and meet the annual deadline for development of the assessment roll.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

In 2008 the PALS department conducted an internal LEAN event to analyze the process for parcel mapping and its relationship to the property listing function. As a result, position responsibilities have been changed to add duties and create efficiencies. It is anticipated that

when the county is able to replace the AS/400 land records, this position will be one of the key positions responsible for contributing data updates to the new land records system. The high volume of land record updates is consistent enough to warrant the full time county position rather than outsourcing.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

There are sufficient funds budgeted for this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Failure to refill this position in a timely manner will jeopardize the completion of the real estate assessment roll and ultimately proper collection of property taxes.

Budget Impact Calculation

Department: Planning and Land Services
Position: Central Service Specialist

Partial Budget Impact: 11/15/15 - 12/31/15 6 Weeks

Salary	\$ 4,032.00
Fringe Benefits	<u>\$ 1,754.77</u>
	\$ 5,786.77

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 34,944.00
Fringe Benefits	<u>\$ 15,208.00</u>
	\$ 50,152.00

Note: this position is in the 2016 budget

Position vacated: 1/4/2016

Budgeted hourly wage rate: \$17.92

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position will be vacant in January due to a retirement. The Central Service Specialist is responsible for producing the County's assessment roll. Without refilling this vacancy, the completion of the real estate assessment roll could be jeopardized. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact Chuck Lamine 920.448.6480

PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

CHUCK LAMINE, AICP

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning

PLANNING DIRECTOR

November 19, 2015

TO: County Executive
Human Resource Director
Director of Administration

FROM: Chuck Lamine, Director
Planning and Land Services Department

A handwritten signature in black ink, appearing to read "Chuck Lamine".

SUBJECT: Request to Fill – Property Analyst

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

Yes, the position description was updated as part of the recent classification and compensation study.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The duties of this position are absolutely essential in that it compiles and processes the land information necessary for the real estate property tax assessment roll, the county tax roll, the property tax bills, and the Brown County computerized land records file. The position:

- Continuously updates the land records file. Processes all recorded documents that affect land ownership, title and taxing status.
- Reads, interprets and critiques the legal instruments to determine if they are complete in content and substance in order to have a valid effect on any of the existing tax parcels.
- Communicates with people who drafted the recorded instruments that are incorrect, ambiguous, and incomplete or in way not being clear and concise in order to make them rerecord the document with necessary corrections.



- Analyzes the recordings to determine if they are a full transfer of interest or if it is a division of the original parcel (when it is a division, the split must be checked for compliance to the Brown County Subdivision Ordinance).
- Determines and lists ownership extents; computes mathematical closures to determine the accuracy of the document.
- Map newly created parcels, including location, frontage, boundary, gaps or overlaps to adjoining parcels using AutoCAD and ArcView GIS programs.
- Assigns parcel numbers to any new parcel (split, CSM, subdivision, court order) and constructs condensed legal descriptions for inclusion onto tax bills and edits related information from the parent parcel that the split came from.
- Assists the public, attorneys, realtors, surveyors, title companies with all related land information over the phone or in-office by providing information relative to parcel location, ownership, descriptions, materials and title problems.
- Performs title searches for county related projects.
- Works closely with local assessors and municipalities in providing data and forms relative to property assessment and real estate taxation.
- Assist in collating recorded documents from Laredo with Real Estate Transfer Forms.
- Read and interpret legal instruments to determine complete content of document for valid title and effect on the tax parcel.
- Assist with data entry into AS/400 to update owner names, mailing address and legal information.
- Update address edits, polygons and parcel lines in CAD and ArcView/GIS.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Each day Brown County is open for business new real estate documents are recorded. The performance of this position is judged on whether the individual can successfully and competently process the daily workload and meet the annual deadline for development of the assessment roll.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

In 2008 the PALS department conducted an internal LEAN event to analyze the process for parcel mapping and its relationship to the property listing function. As a result, position responsibilities have been changed to add duties and create efficiencies. It is anticipated that when the county is able to replace the AS/400 land records, this person will be one of the key persons responsible for contributing data updates to the new land records system. The high volume of land record updates is consistent enough to warrant the full time county position rather than outsourcing.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

There are sufficient funds budgeted for this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Failure to refill this position in a timely manner will jeopardize the completion of the real estate assessment roll and ultimately proper collection of property taxes.

Budget Impact Calculation

Department: Planning and Land Services
Position: Property Analyst

Partial Budget Impact: 11/15/15 - 12/31/15 6 Weeks

Salary	\$ 5,652.00
Fringe Benefits	<u>\$ 1,999.85</u>
	\$ 7,651.85

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 48,984.00
Fringe Benefits	<u>\$ 17,332.00</u>
	\$ 66,316.00

Note: this position is in the 2016 budget

Position vacated: 1/4/2016

Budgeted hourly wage rate: \$25.12

Total Number of FTEs Budget for this position title in budget:	2
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	2
Number of FTEs filled with this position vacant:	1
Percent of this position staffed:	50%

Analyst Recommendation: The Property Analyst is responsible for compiling land information needed for the real estate property tax assessment roll, the county tax roll, the property tax bills, and the Brown County computerize land records file. Without refilling this vacancy, the completion of the real estate property tax assessment roll could be jeopardized. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact Chuck Lamine 920.448.6480

PUBLIC WORKS

Brown County



BROWN COUNTY COMMUNITY TREATMENT CENTER
3150 GERSHWIN DRIVE
GREEN BAY, WISCONSIN 54311

PHONE (920) 391-4856 FAX (920) 391-4869
E-MAIL LEBOUEF_DL@CO.BROWN.WI.US

DIANE L. LE BOEUF, CEH
HOUSEKEEPING MANAGER

11/19/2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration

FROM: Diane LeBoeuf, Housekeeping Manager
Public Works / Facilities Management

RE: Request to fill – one 1.0 FTE Housekeeper

1. Is this position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A- 1 form).
 - Yes, it is current.
2. Are the duties of the position related to essential (mandatory) services? If yes, please explain.
 - Yes, this position is essential.
 - Proper cleaning and maintenance of our County buildings is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
 - There are also safety concerns – floors are not clean pose slip and fall hazards for our employees and building visitors.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
 - Housekeeping performance is measured by quality inspections of the areas they are assigned, feedback from employees, and internal and external customers. The current Housekeeping clean rates well above the average per hour square foot cleaning.
 - Clean and sanitary buildings provide a better working environment for all building occupants; it also creates a good working environment for all employees which in turn reduce absenteeism.
 - In-house employees per my own personal experience, internal customer opinions, and the opinion of the County Board provide a reliability, trustworthiness, confidentiality and flexibility of staff. We monitor staff and evaluate them on a regular basis.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating, and/or outsource job responsibilities.
 - This position is in the 2015 budget & 2016 budget; and due to staffing cuts in the past that led to current staffing issues.
 - My staff is working overtime to try to keep up the work.

- We currently have two temp employees to help.
 - With the past staff cuts -maintenance employees/Facility Workers; which receive more pay per hour; are have worked OT to help try to keep up.
 - Previous yearly reorganization efforts have decreased staff significantly to the point that there is not "fat" left to remove.
 - 2012-I dropped amount of employees to take off on vacation from 2 people off Monday thru Friday down to 1.0 employee to be off at one time.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset the projected budget shortfalls?
- Yes. The 2015 budget & 2016 budget has 8 FTE's in Housekeeping for the CHS buildings. As in question #4, we will need to use costly Overtime and temporary staff to keep these buildings at their current required cleanliness standards. Temp employees have been used in the past – the majority of the time was with substandard results and many times cannot pass the Sheriff's Department's Time and Security back ground check – this means they would not be allowed to clean in most of the County's buildings.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
- The result of not filling this position would result in an increase of overtime, employee burnout and injuries-possible additional work comp claims, increased absenteeism, low moral which effects productivity, unsanitary and unsafe conditions for all building occupants.
 - The life expectancy of furnishings, floors, and interiors would be reduced and replacement of materials wood occurs more often without the proper maintenance and cleaning, which is a costly thing to do. We need to keep the Counties investments clean and well maintained.

Budget Impact Calculation

Department: Public Works/ Facilities Management
Position: Housekeeper

Partial Budget Impact: 11/15/15 - 12/31/15 6 Weeks

Salary \$ 3,348.00

Fringe Benefits \$ 1,651.50

\$ 4,999.50

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 29,016.00

Fringe Benefits \$ 14,313.00

\$ 43,329.00

Note: this position is in the 2016 budget

Position vacated: 1/29/2016

Budgeted hourly wage rate: \$13.95

Total Number of FTEs Budget for this position title in budget: 8

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 8

Number of FTEs filled with this position vacant: 6

Percent of this position staffed: 75%

Analyst Recommendation: Vacancy is due to a retirement. This position is responsible for the proper cleaning and maintenance of Brown County buildings. It is essential to refill this position in order to have the right amount of staff available to clean buildings and remove/fix safety hazards that may be exposed to the general public and staff within the buildings. I recommend approval. Camille Stymiest, Human Resources Analyst

Contact Paul Fontecchio 920.662.2170

PUBLIC WORKS

Brown County

BROWN COUNTY COMMUNITY TREATMENT CENTER
3150 GERSHWIN DRIVE
GREEN BAY, WISCONSIN 54311

PHONE (920) 391-4856 FAX (920) 391-4869
E-MAIL LEBOEUF_DL@CO.BROWN.WI.US



DIANE L. LE BOEUF, CEH
HOUSEKEEPING MANAGER

11/19/2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration

FROM: Diane LeBoeuf, Housekeeping Manager
Public Works - Facilities Management Division

RE Request to fill a Part-time (0.5) Housekeeping Position

1. *Is this position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A-1 Form).*

Yes, it's current.

2. *Are the duties of the position related to essential (mandatory) services? If yes, please explain.*

- Yes, this position is essential.
- Proper cleaning and maintenance of our County buildings is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
- There are also safety concerns – floors are not clean pose slip and fall hazards for our employees and building visitors.

3. *Describe job performance measurement for this position (clients, caseload, work output, etc.)*

- Housekeeping performance is measured by quality inspections of the areas they are assigned, feedback from employees, and internal and external customers. The current Housekeeping clean rates well above the average per hour square foot cleaning.
- Clean and sanitary buildings provide a better working environment for all building occupants; it also creates a good working environment for all employees which in turn reduce absenteeism.
- In-house employees per my own personal experience, internal customer opinions, and the opinion of the County Board provide a reliability, trustworthiness, confidentiality and flexibility of staff. We monitor staff and evaluate them on a regular basis.

4. *Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating, and/or outsource job responsibilities.*

- This position is in the 2015 budget and due to staffing cuts in the past that led to current staffing issues.
- My staff is working overtime to try to keep up with the work. Maintenance staff has worked OT to help.
- Currently there is an employee out on Short-Term Disability and another 2 on light-duty, along with the past housekeeping staff cuts, maintenance employees/Facility Workers - which receive more pay per hour – have been working OT to assist in trying to keep up.
- Previous yearly reorganization efforts have decreased staff significantly to the point that there is no "fat" left to remove.
- In 2012, I was forced to reduce the number of employees that were allowed to take vacation at the same time (Monday thru Friday) from 2.0 down to 1.0.

5. *Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset the projected budget shortfalls?*

- Yes. The 2015 budget has 10.0 FTE's in Housekeeping for the CHS buildings. As in question #4, we will need to use costly overtime and temporary staff to keep these buildings at their current required cleanliness standards. Temp employees have been used in the past – the majority of the time was with substandard results; and many times cannot pass the Sheriff Department's Time & Security background checks, which means they are not allowed to clean in most of the County buildings.

6. *What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?*

- The result of not filling this position would result in an increase of overtime, employee burnout and injuries-possible additional work comp claims, increased absenteeism, low moral which effects productivity, unsanitary and unsafe conditions for all building occupants.
- The life expectancy of furnishings, floors, and interiors would be reduced and replacement of materials wood occurs more often without the proper maintenance and cleaning, which is a costly thing to do. We need to keep the County's investments clean and well maintained.

Budget Impact Calculation

Department: Public Works/ Facilities Management
Position: Housekeeper (0.5 FTE)

Partial Budget Impact: 11/15/15 - 12/31/15 6 Weeks

Salary	\$ 677.42
Fringe Benefits	<u>\$ 676.04</u>
	\$ 1,353.46

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 5,871.00
Fringe Benefits	<u>\$ 5,859.00</u>
	\$ 11,730.00

Note: this position is in the 2016 budget

Position vacated: 12/1/2015

Budgeted hourly wage rate: \$11.29

Total Number of FTEs Budget for this position title in budget:	8
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	8
Number of FTEs filled with this position vacant:	7
Percent of this position staffed:	88%

Analyst Recommendation: Vacancy is due to a retirement. This position is responsible for the proper cleaning and maintenance of Brown County buildings. It is essential to refill this position in order to have the right amount of staff available to clean buildings and remove/fix safety hazards that may be exposed to the general public and staff within the buildings. I recommend approval. Camille Stymiest, Human Resources Analyst

Contact Paul Fontecchio 920.662.2170

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.
INTERIM DIRECTOR

October 20, 2015

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Resources Director
Chad Weininger, County Director of Administration

FROM: Paul Fontecchio, Interim Director
Brown County Public Works

SUBJECT: Request to Fill – Highway Crew Position as stated in the Table of Organization

Please find the following justification to fill a vacant Highway Crew position:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

Yes it is current.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, the Highway Crew positions are related to essential services. Keep in mind a large portion of all Highway Crew positions are funded by outside sources, one of the largest being the Wisconsin Department of Transportation (WisDOT), whereby we provide maintenance services all year long. These positions are key components for winter operations. We provide 24/7 services all year long, which the majority are for winter operations. To be able to accommodate 24/7 operators, and the current contract set for crew to work 16 hours, we need all of the Laborer positions filled for coverage and safety of the crew and traveling public. Summer operations are just as important and include services to WisDOT. In addition to State work, we have maintenance on the County to keep up with also (i.e., ditching, shouldering, surface maintenance, guardrail, mowing and traffic operations, including signing and pavement marking). We are required to follow many laws and regulations such as reduction in suspended solids, which is more outlet clean-up and sweeping, an extensive sign inventory system of signs to keep up on retroreflectivity standards, just to name a couple. Also, in summer we have the other crews such as paving crew, construction crew and drainage crews in addition to the other summer maintenance activities.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

Brown County is among one of the largest counties in the State of Wisconsin in population and lane miles. Our Public Works crews carry out winter and summer roadway and bridge maintenance on approximately 785 lane miles of County highways and 713 lane miles of State highways. We also provide a variety of services to other Brown County departments. Over the next few years, our operations will be directly affected by the STH 29 & USH 41 reconstruction projects. Once these 2 projects are complete, we will have approximately 65 additional lane miles and 20 roundabouts to plow and maintain.

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

In order to maintain the services to ensure the entire County is covered for liability purposes and regulations, we need to continue to staff for these requirements. We have taken steps to save on services whenever possible, including the use of a "skeleton crew" at night during certain storm events, in addition to allowing the crew to take time off work without pay an hour or two at a time if they started early or have adequate overtime as long as it does not hinder our operations.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds and/or outside funding (WisDOT) to cover the vacant Highway Laborer position.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The current position should be filled as soon as possible to allow for the proper training as the major WisDOT STH 29 & USH 41 projects are scheduled to begin very soon; whereby this will add to the Department's lane maintenance miles.

Budget Impact Calculation

Department: Public Works
Position: Highway Crew

Partial Budget Impact: 11/15/15 - 12/31/15 6 Weeks

Salary \$ 5,464.85

Fringe Benefits \$ 2,689.38

\$ 8,154.23

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 47,362.00

Fringe Benefits \$ 23,308.00

\$ 70,670.00

Note: this position is in the 2015 budget

Position vacated: 11/2/2015

Budgeted hourly wage rate: \$22.77

Total Number of FTEs Budget for this position title in budget: 69

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 69

Number of FTEs filled with this position vacant: 68

Percent of this position staffed: 99%

Analyst Recommendation: The Highway Crew is responsible for the year round maintenance of the Brown County highways and roads. In the winter they are responsible for the 24/7 operation of the roadways to ensure public safety. In the summer they are responsible for preventative maintenance of roads, sidewalks and bridges. It is important that Public Works has a full staff to ensure around the clock coverage. I recommend for approval. Camille Stymiest, Human Resources Analyst.

Contact Paul Fontecchio 920.606.5749

10/6/2015

TO: County Executive
Human Resources Manager
Director of Administration

FROM: August Neverman, CIO
Technology Services/Document Center

SUBJECT: Request to Fill – Document Center Manager

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

Updated during 2016 budget planning process. Position description reviewed by HR.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes – Essential services to manage Print Shop, Document Center and Mail delivery for the County.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Measure is print job, document request tracking and budget activity.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position will manage the 3 staff, customer requests, operations, planning and auditing.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Operations must be covered by existing staff, and supplemented with TS staff. This is not sustainable long term. Was covered long enough to complete job description updates, review and class/comp review. Resulted in updated Job Description, updated title, but not change in class/comp.

Budget Impact Calculation

Department: Technology Services- Document Center
Position: Lead Document Center Specialist

Partial Budget Impact: 11/15/15 - 12/31/15 6 Weeks

Salary \$ 4,960.85

Fringe Benefits \$ 1,895.31

\$ 6,856.15

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 42,994.00

Fringe Benefits \$ 16,426.00

\$ 59,420.00

Note: this position is in the 2016 budget

Position vacated: 5/1/2015

Budgeted hourly wage rate: \$20.67

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 1

Percent of this position staffed: 100%

Analyst Recommendation: The Lead Document Center Specialist is responsible for managing the day to day activities in the Document Center including (but not limited to) managing 3 staff members, ensuring quality customer service to the county, documenting request tracking and budget activity. Current staff members are filling in for this vacancy; however this will not be sustainable long term for the department. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact August Neverman 920.448.4032

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE
FOR DECEMBER 7, 2015 MEETING

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27	10/23/2015	\$ 4,603.40	Airport General
ATTY. GARY WICKERT	12W27	11/30/2015	\$ 6,324.12	Airport General
CONWAY, OLEJNICZAK & JERRY, S.C.	671310-033M	10/31/2015	\$ 79.50	Revolving Loan Fund Committee vs. Raven Manu.
MICHAEL, BEST & FRIEDRICH LLP	1295476	11/4/2015	\$ 39.37	Fox River Cleanup - Insurance
	1371798	11/10/2015	\$ 10,256.00	Fox River Fiber Sludge Disposal Matter
	1366702	10/9/2015	5,492.00	Fox River Fiber Sludge Disposal Matter
Total ---			\$ 26,794.39	



Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct. Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code HATRUS44

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Invoice Date October 9, 2015
Invoice No. 1366702

Client/Matter 018236-0047 Fox River Fiber Sludge Disposal Matter

For professional services rendered through September 30, 2015, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
9/1/15	D Crass	Review background documents; office conference with IAPitz; participate in conference call with IAPitz and Mr. Haen.	1.20	\$ 624.00
9/1/15	I Pitz	Review landfill agreement and other background documents for dispute with Outagamie County and Fox River; teleconference with Dean Haen and DACrass regarding same.	3.80	1,672.00
9/9/15	D Crass	Review revised draft letter.	0.20	104.00
9/9/15	I Pitz	Attend teleconference with client's representatives; review draft analysis of ADC options and consult with DACrass and client regarding same.	1.30	572.00
9/10/15	I Pitz	Work on letter to Outagamie County executive; review additional client documents; legal research regarding same.	1.40	616.00
9/11/15	I Pitz	Continue drafting and revise letter to Outagamie County regarding BOW landfill.	0.70	308.00
9/12/15	D Crass	Review and prepare suggested edits to draft correspondence prepared by IAPitz.	0.70	364.00
9/12/15	I Pitz	Review and incorporate DACrass's edits into Outagamie County letter.	0.40	176.00
9/17/15	I Pitz	Revise letter to Outagamie County; discussion with Dean Haen regarding same.	0.90	396.00
9/21/15	I Pitz	Revise and send response to Outagamie County regarding BOW agreement.	1.50	660.00

100.016.001 5716
Batch #1019151m

Michael Best & Friedrich LLP
 One South Pinckney Street, Suite 700
 P O Box 1806
 Madison, WI 53701-1806

Invoice 1366702
 018236-0047
 October 9, 2015
 Page 2 of 2

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
Total Hours and Services			12.10	\$ 5,492.00

Total Services	\$ 5,492.00
Total Disbursements	0.00
Total This Invoice	\$ 5,492.00

Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
9/11/15	1362732	\$ 660.00	\$ 0.00	\$ 660.00
10/9/15	1366702	5,492.00	0.00	5,492.00

Outstanding Due:

5,492.00

Outstanding Invoice Aging:

0-30	31-60	61-90	91-120	121+
6,152.00	0.00	0.00	0.00	0.00

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
D Crass	Partner	2.10	\$ 520.00	\$ 1,092.00
I Pitz	Partner	10.00	440.00	4,400.00
Totals		12.10		\$ 5,492.00



One South Pinckney Street
PO Box 1806
Madison, Wisconsin 53701-1806
Fax (608) 283-2275
Telephone (608) 257-3501

EIN 39-0934985

Remittance for Payments
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank: BMO Harris Bank, N.A.
111 W. Monroe Street
Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best &
Friedrich LLP
Acct # 0024122010
SWIFT Code HATRUS44

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

November 5, 2015
Client/Matter: 018236-0042
Attorney: 0660

Return Upper Portion with Payment

THIS IS A STATEMENT OF YOUR ACCOUNT AS OF WEDNESDAY, NOVEMBER 04, 2015.
Payments received after this date is not reflected.

018236-0042

Fox River Cleanup - Insurance

<u>Date</u>	<u>Invoice</u>	<u>Amount</u>	<u>Credits</u>	<u>Balance</u>
6/17/2014	1295476	\$100.00	\$60.63	\$39.37
Total Account Balance:				\$39.37

RECEIVED
11/10/2015
Sharon Biesenthal
Corporation Counsel

Inquiries concerning this statement may be directed to:
Sharon Biesenthal /Accounts Receivable Manager
Ph: (608) 283-0123 Email: sbiesenthal@michaelbest.com

Thank You
Michael Best & Friedrich LLP



CONFIDENTIAL

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date November 10, 2015
Invoice No. 1371798

Client/Matter **018236-0047 Fox River Fiber Sludge Disposal Matter**

For professional services rendered through October 31, 2015, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
10/2/15	I Pitz	Receive and read letter from Outagamie County; review BOW landfill agreement; discussion regarding same with client; legal research regarding same.	2.60	\$ 1,144.00
10/5/15	D Crass	Review correspondence from Outagamie County; exchange of e-correspondence with IAPitz and Mr. Haen concerning response to same.	0.50	260.00
10/5/15	I Pitz	Teleconference with Patrick Taylor regarding client meeting; teleconference with Dean Haen regarding same.	1.20	528.00
10/5/15	I Pitz	Teleconference with Patrick Taylor regarding client meeting; teleconference with Dean Haen regarding same.	1.20	528.00
10/7/15	I Pitz	Review additional materials from Dean Haen; legal research regarding good faith and fair dealing; teleconference with Attorney Taylor; email correspondence with Attorney Taylor regarding client settlement meeting.	0.80	352.00
10/8/15	I Pitz	Review media report on dispute; discussion with Dean Haen regarding preparation for meeting with Outagamie County.	1.00	440.00
10/9/15	D Crass	Review materials; prepare for and participate in conference call with project team to discuss upcoming meeting with Outagamie County representatives.	1.00	520.00
10/9/15	I Pitz	Review file materials; prepare binder for meeting with Outagamie County; teleconference with client.	1.50	660.00

RECEIVED BY
NOV 12 2015
Brown County
Corporation Counsel

Michael Best & Friedrich LLP
 One South Pinckney Street, Suite 700
 P.O. Box 1806
 Madison, WI 53701-1806

Invoice 1371798
 018236-0047
 November 10, 2015
 Page 2 of 3

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
10/12/15	I Pitz	Discussion with client regarding strategy and logistics for Outagamie County meeting; discussion with Attorney Taylor regarding logistics.	0.80	352.00
10/13/15	I Pitz	Prepare for meeting with Outagamie County; review case correspondence and agreements; teleconference with Outagamie County's attorney regarding BOW agreement.	3.50	1,540.00
10/14/15	D Crass	Brief conference with IAPitz following meeting in Appleton.	0.20	104.00
10/14/15	I Pitz	Travel to and attend meeting with Outagamie County personnel; discussions with client regarding same.	7.30	3,212.00
10/15/15	I Pitz	Teleconferences and emails with client regarding follow-up from meeting with Outagamie County.	0.30	132.00
10/20/15	I Pitz	Teleconference with Juliana Runzel and Dean Haen to discuss conversations with Brown County Executive, and next steps with Outagamie County.	0.30	132.00
10/28/15	I Pitz	Discussions and emails with client regarding Outagamie County proposal.	0.80	352.00
Total Hours and Services			23.00	\$ 10,256.00

Total Services	\$ 10,256.00
Total Disbursements	0.00
Total This Invoice	\$ 10,256.00

Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
9/11/15	1362732	\$ 660.00	\$ 0.00	\$ 660.00
10/9/15	1366702	5,492.00	0.00	5,492.00
11/10/15	1371798	10,256.00	0.00	10,256.00
Outstanding Due:				16,408.00

Outstanding Invoice Aging:

0-30	31-60	61-90	91-120	121+
10,256.00	6,152.00	0.00	0.00	0.00

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
D Crass	Partner	1.70	\$ 520.00	\$ 884.00
I Pitz	Partner	21.30	440.00	9,372.00
Totals		23.00		\$ 10,256.00

18

STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.
P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
305 E. WALNUT STREET, 5TH FLOOR
P O BOX 23600
GREEN BAY WI 54305-3600

Page: 1
10/31/2015
ACCOUNT NO: 671310-033M
STATEMENT NO: 26

PLEASE RETURN THIS PORTION WITH PAYMENT

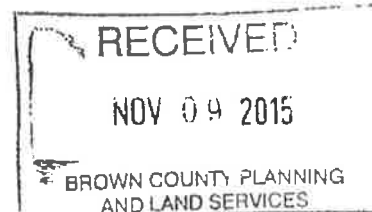
REVOLVING LOAN FUND COMMITTEE vs. RAVEN
MANUFACTURING, LLC and LYNN A. HESSON

PREVIOUS BALANCE

\$79.50

BALANCE DUE

\$79.50



*OK
C. Lamine
11/9/15*

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 38-1254187

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
801 E. WALNUT • P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

October 23, 2015

Brown County Airport
P.O. Box 23600
Green Bay WI 54305-4600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
8/25	Phone conference with Sue Bertrand re: Vaisala and FAA	.50
9/27	Review FAA lease; Prepare draft of email to FAA re: lease termination/holdover; Letter to Tom Miller;	.65
	Letter to Sue Bertrand re: Vaisala;	.20
	Review and revise hangar lease;	
	Letter to Tom Miller re: hangar lease	.75
9/23	Review Jet Air lease re: rents/money; Phone conference with Vicky re: Jet Air;	1.15
	Letter to Al Timmerman and Bressler;	
	Letter to Tom Miller re: Jet Air	.60
10/1	Two phone conferences with Sue Bertrand re: Time Warner/Superior Logistics;	
	Review Right of Way Agreement re: Time Warner	1.50
10/7	Review miscellaneous correspondence from Sue Bertrand re: Jet Air and Time Warner Right of Entry and Vaisala Agreement revisions;	.75
	Phone conference with Sue Bertrand re: Time Warner;	.25
	Letter from Sue Bertrand re: Time Warner/Superior	.10
10/3	Review information from August N. re: Amano Agreements;	
	Phone conference with Sue Bertrand re: Vaisala and Amano Agreements;	1.60
	Phone conference with Sue Bertrand re: Jet Air	.15
12/12	Phone conference with Sue Bertrand re: Vaisala and Amano	.60
12/21	Letter from Tom Miller re: Jet Air lease; Phone conference with Tom Miller and Sue Bertrand re: Jet Air	.75

GARY A. WICKERT, S.C.

Attorney and Counselor at Law
801 E. WALNUT • P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

November 30, 2015

Brown County Airport
P.O. Box 23600
Green Bay WI 54305-3600

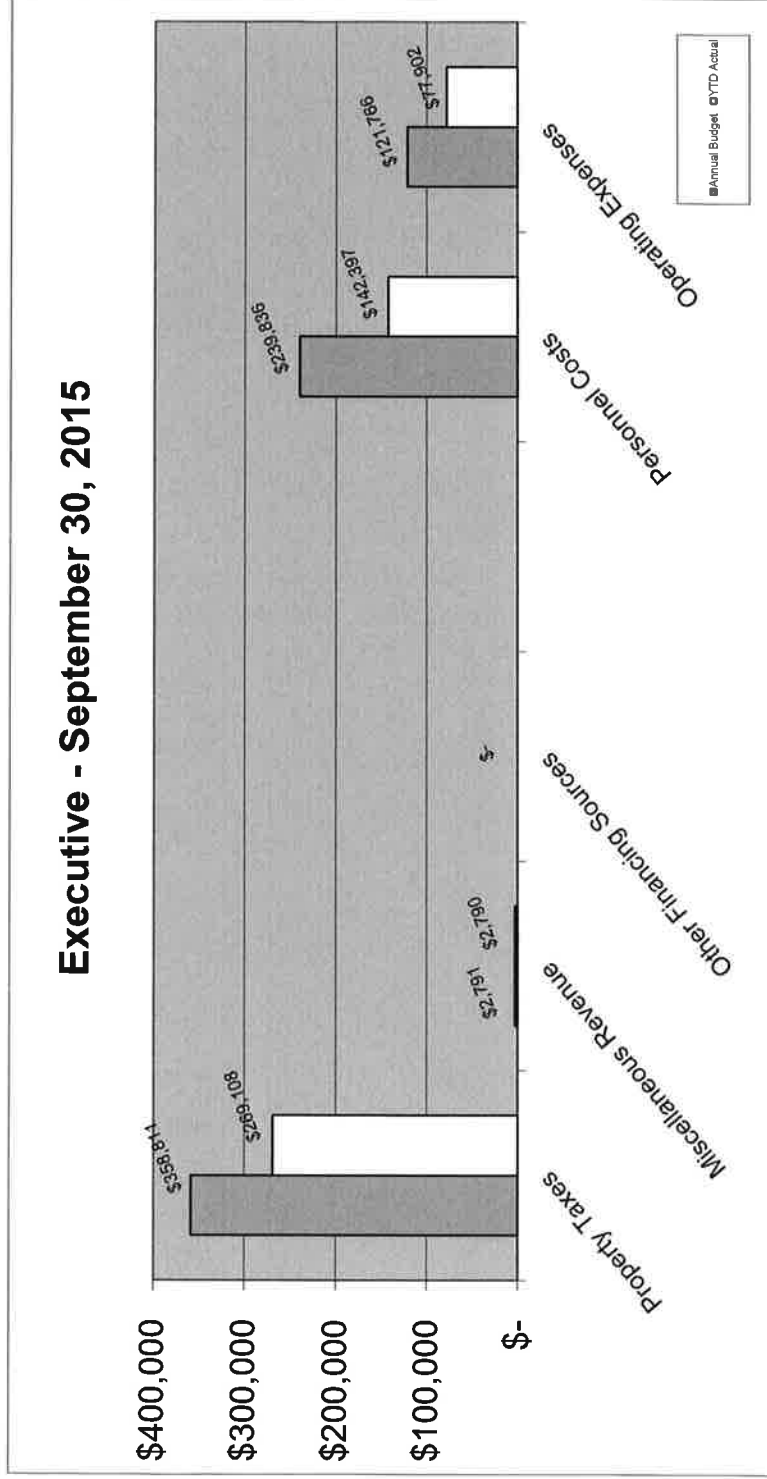
Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
10/23	Review Jet Air - original lease/current lease re: rents and charges	.50
10/26	Phone conference with Sue Bertrand re: equipment rental; Meeting with Tom Miller and Sue Bertrand re: Jet Air, Pro-Tec, etc.	.15 3.00
10/27	Review hangar lease; Phone conference with Tom Miller and Sue Bertrand	.30
10/28	Meeting at Airport with Tom Miller, Sue Bertrand, J.B., and Doug and conference call with Vaisala; Conference with Tom Miller and Sue Bertrand re: leases - Gary Fairchild	3.50
10/29	Phone conference with Tom Miller and Sue Bertrand re: Gary Fairchild, etc.	.25
11/4	Review Jet Air lease; Letter to Tom Miller re: Jet Air	.25 .75
11/5	Phone conference with Sue Bertrand re: Vaisala, Jet Air, Amano, etc.; Letter from Tom Miller re: Jet Air; Review Arketype file re: copyright; Prepare Work Made for Hire provision for RFP; Letter to Tom Miller re: copyright; Review information from Sue Bertrand re: Vaisala Agreement	.50 2.25 .25
11/6	Phone conference with Tom Miller re: Jet Air, Vaisala, etc.	.70
11/9	Revise Work-Made for Hire provision (copyright)	.10
11/10	Review correspondence from Tom Miller re: Jet Air	.10
11/11	Phone conference with Tom Miller re: Jet Air, etc.	.60
11/23	Review correspondence from Tom Miller and Sue Bertrand re: "loan" of airport equipment; Phone conference with Sue Bertrand re: equipment use; Letter to Tom Miller re: equipment use	.10 .50

**Brown County Executive
Budget Status Report (Unaudited)
09/30/15**

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 358,811	\$ 269,108	75.0%	
Miscellaneous Revenue	\$ 2,791	\$ 2,790	100.0%	
Other Financing Sources	\$ -		#DIV/0!	
Personnel Costs	\$ 239,836	\$ 142,397	59.4%	
Operating Expenses	\$ 121,766	\$ 77,902	64.0%	





Budget by Account Classification Report

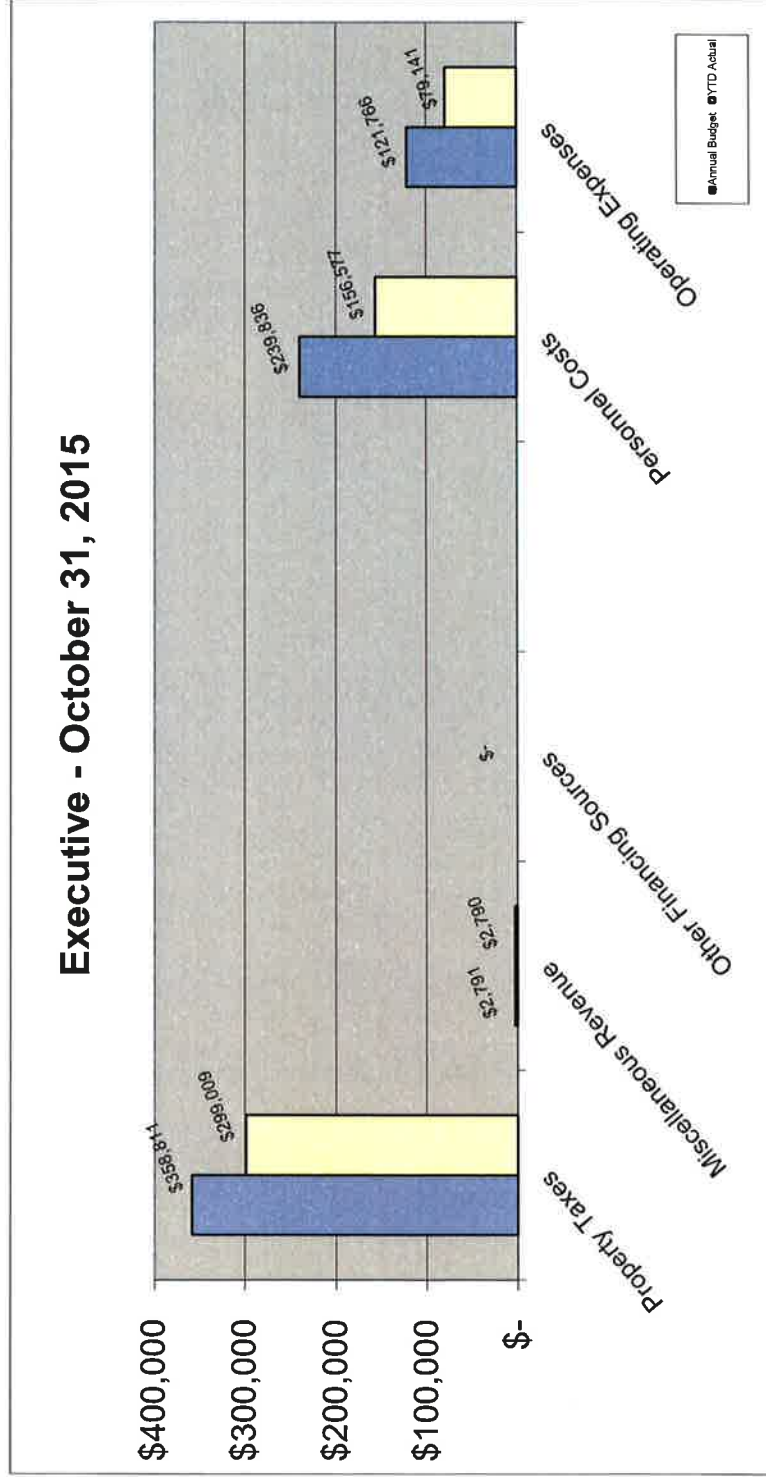
Through 09/30/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	358,811.00	.00	358,811.00	29,900.92	.00	269,108.28	89,702.72	75	362,044.00
Miscellaneous Revenue	.00	2,791.00	2,791.00	.00	.00	2,790.31	.69	100	.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$358,811.00	\$2,791.00	\$361,602.00	\$29,900.92	\$0.00	\$271,898.59	\$89,703.41	75%	\$362,044.00
EXPENSE									
Personnel Costs	259,836.00	(20,000.00)	239,836.00	14,839.48	.00	142,397.41	97,438.59	59	218,759.91
Operating Expenses	98,975.00	22,791.00	121,766.00	1,112.10	.00	77,901.76	43,864.24	64	93,685.09
EXPENSE TOTALS	\$358,811.00	\$2,791.00	\$361,602.00	\$15,951.58	\$0.00	\$220,299.17	\$141,302.83	61%	\$312,445.00
Fund 100 - GF Totals									
REVENUE TOTALS	358,811.00	2,791.00	361,602.00	29,900.92	.00	271,898.59	89,703.41	75	362,044.00
EXPENSE TOTALS	358,811.00	2,791.00	361,602.00	15,951.58	.00	220,299.17	141,302.83	61	312,445.00
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$13,949.34	\$0.00	\$51,599.42	(\$51,599.42)		\$49,599.00
Grand Totals									
REVENUE TOTALS	358,811.00	2,791.00	361,602.00	29,900.92	.00	271,898.59	89,703.41	75	362,044.00
EXPENSE TOTALS	358,811.00	2,791.00	361,602.00	15,951.58	.00	220,299.17	141,302.83	61	312,445.00
Grand Totals	\$0.00	\$0.00	\$0.00	\$13,949.34	\$0.00	\$51,599.42	(\$51,599.42)		\$49,599.00

19a

**Brown County Executive
Budget Status Report (Unaudited)
10/31/15**

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 358,811	\$ 299,009	83.3%	
Miscellaneous Revenue	\$ 2,791	\$ 2,790	100.0%	
Other Financing Sources	\$ -		#DIV/0!	
Personnel Costs	\$ 239,836	\$ 156,577	65.3%	
Operating Expenses	\$ 121,766	\$ 79,141	65.0%	





Budget by Account Classification Report

Through 10/31/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	358,811.00	.00	358,811.00	29,900.92	.00	299,009.20	59,801.80	83	362,044.00
Miscellaneous Revenue	.00	2,791.00	2,791.00	.00	.00	2,790.31	.69	100	.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$358,811.00	\$2,791.00	\$361,602.00	\$29,900.92	\$0.00	\$301,799.51	\$59,802.49	83%	\$362,044.00
EXPENSE									
Personnel Costs	259,836.00	(20,000.00)	239,836.00	14,179.43	.00	156,576.84	83,259.16	65	218,759.91
Operating Expenses	98,975.00	22,791.00	121,766.00	1,239.04	.00	79,140.80	42,625.20	65	93,685.09
EXPENSE TOTALS	\$358,811.00	\$2,791.00	\$361,602.00	\$15,418.47	\$0.00	\$235,717.64	\$125,884.36	65%	\$312,445.00
Fund 100 - GF Totals									
REVENUE TOTALS	358,811.00	2,791.00	361,602.00	29,900.92	.00	301,799.51	59,802.49	83	362,044.00
EXPENSE TOTALS	358,811.00	2,791.00	361,602.00	15,418.47	.00	235,717.64	125,884.36	65	312,445.00
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$14,482.45	\$0.00	\$66,081.87	(\$66,081.87)		\$49,599.00
Grand Totals									
REVENUE TOTALS	358,811.00	2,791.00	361,602.00	29,900.92	.00	301,799.51	59,802.49	83	362,044.00
EXPENSE TOTALS	358,811.00	2,791.00	361,602.00	15,418.47	.00	235,717.64	125,884.36	65	312,445.00
Grand Totals	\$0.00	\$0.00	\$0.00	\$14,482.45	\$0.00	\$66,081.87	(\$66,081.87)		\$49,599.00

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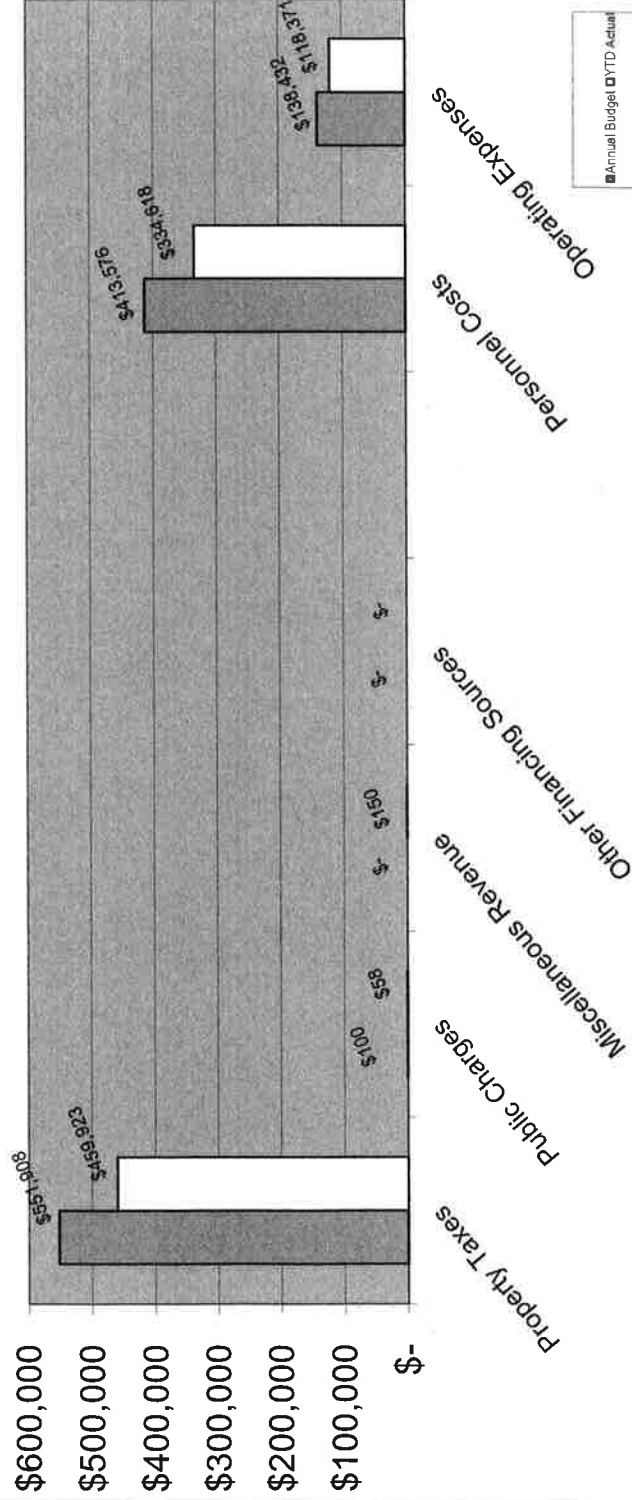
Brown County Board of Supervisors
Internal Audit
Budget Status Report (Unaudited)
10/31/15

	Annual Budget	YTD Actual	YTD Percentage	Comments
Property Taxes	\$ 551,908	\$ 459,923	83.3%	
Public Charges	\$ 100	\$ 58	57.8%	(1)
Miscellaneous Revenue	\$ -	\$ 150	#DIV/0!	(2)
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 413,576	\$ 334,618	80.9%	
Operating Expenses	\$ 138,432	\$ 118,371	85.5%	(3)

Comments:

- (1) Public Charges - This represents promotional items sold to benefit Veterans' via the Veterans' Recognition Subcommittee.
- (2) Miscellaneous Revenue - This represents a donation received to benefit Veterans' via the Veterans' Recognition Subcommittee.
- (3) Operating Expenses - YTD Actual includes \$27,688 paid to WCA and \$4,960 paid to NACo for dues and membership fees. However, the \$27,688 payment to WCA is being amortized over 12 months or approximately \$2,300 per month. In addition, YTD Actual includes \$70,250 paid to Schenck for audit fees.

Board of Supervisors - October 31, 2015



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Budget by Account Classification Report

Through 10/31/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	551,908.00	.00	551,908.00	45,992.33	.00	459,923.30	91,984.70	83	552,067.00
Public Charges	100.00	.00	100.00	.00	.00	57.82	42.18	58	134.52
Miscellaneous Revenue	.00	.00	.00	150.00	.00	150.00	(150.00)	+++	422.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	2,744.90
REVENUE TOTALS	\$552,008.00	\$0.00	\$552,008.00	\$46,142.33	\$0.00	\$460,131.12	\$91,876.88	83%	\$555,368.42
EXPENSE									
Personnel Costs	413,576.00	.00	413,576.00	39,973.30	.00	334,617.88	78,958.12	81	417,038.14
Operating Expenses	138,432.00	.00	138,432.00	5,159.66	.00	118,370.65	20,061.35	86	133,015.52
EXPENSE TOTALS	\$552,008.00	\$0.00	\$552,008.00	\$45,132.96	\$0.00	\$452,988.53	\$99,019.47	82%	\$550,053.66
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$1,009.37	\$0.00	\$7,142.59	(\$7,142.59)		\$5,314.76
Grand Totals	\$552,008.00	.00	552,008.00	46,142.33	.00	460,131.12	91,876.88	83	555,368.42
REVENUE TOTALS	552,008.00	.00	552,008.00	45,132.96	.00	452,988.53	99,019.47	82	550,053.66
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$1,009.37	\$0.00	\$7,142.59	(\$7,142.59)		\$5,314.76

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BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: December 1, 2015

To: Executive Committee

From: Dan Process, Internal Auditor *DP*

Re: Monthly Status Update (October 1 – November 30, 2015)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects

- a. Completed: 2016 Annual Proposed Budget Review
- b. Completed: Collection and review of the 2015 3rd quarter Departmental Budget Status Reports/Financial Results
- c. In-progress: Monetary Receipts, Disbursements and Deposit Review - Treasurer
- d. In-progress: 4th Quarter Audit Follow-Up
- e. In-progress: Assist the Clerk of Courts in the review of related revenue and expense accounts

2. Standard Monthly Duties

- a. Review of the Clerk of Courts monthly bank reconciliation
- b. Review of the County Board's monthly financial statements
- c. Preparation and review of the monthly Bills over \$5,000 Report

3. Other Miscellaneous Activities

- a. Inquiries/Questions from Board Supervisor's/Department Head's
- b. Open Records Requests (2)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

2015

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

November 30, 2015

Committee Meeting Date: December 7, 2015

TO: Executive Committee
FROM: Chad Weininger
SUBJECT: November Human Resources Report

Following is a summary of recent activities in the Human Resources Department:

Recruitments

- Interviews for Director of Human Resources
- Interviewing for the Director of Public Works

Employee Engagement, Training and Communications

Six supervisory training sessions on the topic of corrective action and employee discipline were being held in late October and early November 2015. Over 80 supervisors and managers are registered. The next module will be performance management.

Over 20 department directors and supervisors attended a one-day supervisor training event earlier this month. Annually sponsored by the Wisconsin Public Employers Labor Relations Association, this seminar consisted of subjects ranging from state and federal leave-mandates to disability funding.

Insurance

Earlier this month, the County Board approved the 2016 Insurance and Benefits Package as recommended by the Executive Committee. Open enrollment began November 11 and will be completed by month's end. Adjustments to employee records and payroll withholdings will occur during December for complete implementation on January 1, 2016.

Work continues to ensure compliance with ACA reporting forms 1094 and 1095. The report deadline is January 31, 2016, and requires the County report on each employee who has insurance coverage in 2015. Technology Services is assisting Human Resources to find an alternative vehicle to generate this report. This work will continue through the end of this year.

Wellness

The Brown County Wellness Committee established a Vision and Mission Statement to guide its activities. The Vision of the Brown County Employee Wellness Committee is to become a resource for Brown County Employees and their Families in achieving healthier lifestyles. Its Mission: Provide diverse wellness opportunities to create a positive work culture that is focused on celebrating and improving the quality of life and expanding healthier lifestyles for Employees and their Families. After cohosting with Human Resources the Ripples Guy seminar, the

Committee is focusing its efforts on highlighting the current wellness program offerings and to broaden the County's consideration of "non-traditional lifestyle habits" such as quantifying 15-minute walking breaks during lunchtime, and working with the Zoo Adventure Park to track activities that might count toward wellness incentives. Its next scheduled meeting is in December.

Additional promotion for the FastCare clinic option occurred last month and this month. This "urgent care" option for all benefit eligible employees began September 1. Additionally, Bellin offers its e-visit program (free) for a six-month trial period, through the end of February 2016.

Onsite flu clinics concluded this month. Personal Health Assessments were scheduled for members of the two Sheriff Department associations this month so those employees could qualify for HRA and Wellness incentives (not part of their current contract negotiations).

The Employee Resource Center (ERC), Brown County's Employee Assistance provider, continues to offer the Stress Management seminars. Employees can sign up and earn up to \$75 dollars in HRA money for participating.

Classification & Compensation Plan

The Executive Committee was scheduled to meet with department heads and employees on November 9 to review appeals and to make recommendations to the Board for any additional adjustments. The Board approved the Implementation Plan last month but suspended the pay-for-performance module as part of its budget deliberations.

To implement the Board-approved salary adjustments, Finance and Payroll have begun applying the pay raise formulas to each employee.

Annual Performance Reviews

Annual performance reviews near completion with results being reported to Human Resources for further processing. The first performance bonuses were scheduled to be paid yet this month with the balance to be paid in December.

Safety

- The Bellin Health triage line is now on the Safety website for supervisor/employees use.
- The safety fund has purchased 20 new chairs for Public Safety Communications.
- There is currently one employee off due to a Work Comp injury.
- The rollout of issuing new employee ID Badges is complete for all departments with the exception of a few employees who weren't available. We are now in the process of contacting vendors and issuing their badges.

cc: Troy Streckenbach, County Executive

November 4, 2015

**AN ORDINANCE AMENDING SECTIONS 4.93 OF CHAPTER 4
OF THE BROWN COUNTY CODE ENTITLED "GRIEVANCE PROCEDURE"**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Sections 4.93 of Chapter 4 of the Brown County Code regarding the Grievance Procedure is amended to include a Just Cause Standard of review as follows:

4.93 THE POWERS AND RESPONSE OF THE IMPARTIAL HEARING OFFICER.

Written Decision: After reviewing the evidence and closing the hearing, the Impartial Hearing Officer shall issue a written recommendation. The Impartial Hearing Officer may request oral or written arguments and replies. The recommendation shall contain findings of fact, analysis and a recommendation. The Impartial Hearing Officer must answer the following question: Based on the preponderance of the evidence presented, has the Grievant proven the decision of the Administration was ~~arbitrary or capricious?~~ without just cause. Just cause is defined as follows: progressive discipline process such as a verbal warning and/or written warning, suspension and/or termination, or automatic suspension or termination if the situation is warranted.

Section 2 - This ordinance shall become effective upon passage and publication.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved by:

Troy Streckenbach, (Date)
COUNTY EXECUTIVE

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Drafted by Corporation Counsel

Final Draft Approved by Corporation Counsel

Fiscal Impact: *This ordinance does not have a fiscal impact; therefore it does not require an appropriation from the General Fund.*

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL OFFICE

Brown County

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Green Bay, WI 54305-3600

Juliana M. Ruenzel
Corporation Counsel

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RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: November 4, 2015

REQUEST TO: Brown County Board of Supervisors

MEETING DATE: November 4, 2015

REQUEST FROM: Executive Committee

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE: An Ordinance to Amend Section 4.93, of the County's employee Grievance Procedure under the Brown County Code Section entitled "The Powers and Response of the Impartial Hearing Officer".

ISSUE/BACKGROUND INFORMATION:

This ordinance is amended to create a just cause standard under the employee grievance procedure.

ACTION REQUESTED:

The Executive Committee requests approval from the County Board on this amended ordinance.

FISCAL IMPACT:

1. Is there a fiscal impact? ☐ Yes ☒ No
- a. If yes, what is the amount of the impact? \$ _____
- b. If part of a bigger project, what is the total amount of the project? \$ _____
- c. Is it currently budgeted? ☐ Yes ☐ No
1. If yes, in which account? _____
2. If no, how will the impact be funded? _____

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED